

## **INSTRUCTIONS FOR FILING AN APPLICATION FOR APPRENTICE PERMIT**

1. The application must be LEGIBLE. Please PRINT.
2. Attach the following documents:
  - A. Copy of high school diploma (or its equivalent).
  - B. Copy of college diploma, or transcripts, if applicable.
  - C. Copy of Supervisor Approval Certificate.
  - D. Photograph, taken within the past 30 days, to be attached to Page 2 of this application.
  - E. Original certificates showing completion of required appraisal courses. Fill out Page 5, Education Credit Form, and attach the certificates.
  - F. Original Course Tracking Worksheet completed in its entirety for each course taken.
  - G. Application Fee in the amount of \$125.00. Note: This is a non-refundable fee. If the application is returned to you for any reason, the fee will not be refunded. If you choose to reapply, you will have to attach another Application Fee. Please take your time, answer all the questions on the application and attach all required documents.
3. Check each page of the application and verify that you have completed the information requested.
4. If you have any questions, or if there is something you do not understand, please call BEFORE mailing the application.

## APPLICATION FOR APPRENTICE PERMIT

Name of Applicant: LAST FIRST MIDDLE

Social Security Number: Date of Birth:

Home Telephone (area code) Cell Phone (area code) Business Telephone (area code) Fax Number (area code)

Email Address:

Applicant's Current Residence Address:  
STREET CITY COUNTY STATE ZIP CODE

Appraisal Business Address:  
STREET CITY COUNTY STATE ZIP CODE

Where do you want to receive mail: ☐ Residence Address ☐ Business Address

### SUPERVISOR

Name License Number

Address

Telephone Number

Note: An appraiser must hold a West Virginia license/certification for two years or longer and have been issued a Supervisor Approval Certificate before becoming a supervisor. Please discuss this with the appraiser before filing this application.

| Date Received  | FOR OFFICE USE ONLY                        |                                       |  |   |
|--|--|---------------------------------------|--|---|
|  | <input type="checkbox"/> Application Fee   | <input type="checkbox"/> Check No.    | <input type="checkbox"/> Deposit No.   |   |
| <input type="checkbox"/> Complete Application        | <input type="checkbox"/> Permit Fee        | <input type="checkbox"/> Check No.    | <input type="checkbox"/> Deposit No.   |   |
| Process:   |  |                                       |  |   |
| <input type="checkbox"/> Letter                      | <input type="checkbox"/> Pocket Card       | <input type="checkbox"/> WV Exam/Code | <input type="checkbox"/> National Exam | <input type="checkbox"/> Wall Certificate |
| <input type="checkbox"/> Experience Log/Instructions | <input type="checkbox"/> Supervisor Packet | <input type="checkbox"/> Paradox      | <input type="checkbox"/> Orientation   |   |
| Apprentice Permit Number                             |  | Date Issued                           |  |   |

EMPLOYMENT HISTORY: List all employment during the past five (5) years, present employer first, working backward. Attach an additional sheet if needed.

| Company Name | Address           | City | State           | Zip | Telephone Number |
|--------------|-------------------|------|-----------------|-----|------------------|
| Position     | From (month/year) |      | To (month/year) |     |                  |

| Company Name | Address           | City | State           | Zip | Telephone Number |
|--------------|-------------------|------|-----------------|-----|------------------|
| Position     | From (month/year) |      | To (month/year) |     |                  |

| Company Name | Address           | City | State           | Zip | Telephone Number |
|--------------|-------------------|------|-----------------|-----|------------------|
| Position     | From (month/year) |      | To (month/year) |     |                  |

Please answer the following questions. **If any answer is “Yes”, attach a separate sheet giving full details and submit a copy of all relevant documents.** Note: Answering “Yes” does not mean an automatic denial of an application. Board review will determine if an applicant is qualified. Failure to provide information will result in revocation of any permit/license issued.

1. Have you ever been convicted of any unlawful conduct?

☐ Yes ☐ No

2. Have you ever had a civil or criminal judgment, or an administrative order entered against you?

☐ Yes ☐ No

3. Have you ever had a certificate or license to practice any regulated occupation or profession revoked suspended or surrendered, or have you been subject to other disciplinary action in any state, including West Virginia?

☐ Yes ☐ No

4. Are there currently any charges pending against you in connection with any professional or occupational license that you hold?

☐ Yes ☐ No

5. Have you previously applied for and been denied an appraiser license or certification in any state, including West Virginia?

☐ Yes ☐ No

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APPLICANT OATH AND AFFIDAVIT

I HEREBY:

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification, refuse renewal or revoke a license or certification;
2. Agree to comply with the standards set forth in the West Virginia Code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said Code and Rules;
3. Agree that I have knowledge of and will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) that have been promulgated by the Appraisal Standards Board of The Appraisal Foundation and in place as of the effective date of any appraisal performed by myself;
4. Acknowledge and understand I must attend an orientation with my supervisor(s);
5. Affirm that the educational courses for which I claim credit were successfully completed by me; and,
6. Agree to return the license or certification upon request if issued in error, for non-renewal, or if requested by this Board.

I affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to by \_\_\_\_\_ before me on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Notary Commission Expires: \_\_\_\_\_

Notary Seal:

## SUPERVISOR OATH AND AFFIDAVIT

I HEREBY:

1. Affirm and state that I am a fully licensed or certified real estate appraiser in good standing in the State of West Virginia, being licensed or certified for a period of not less than 24 months;
2. Affirm that I have been issued a Supervisor Approval Certificate and attach a copy hereto;
3. Agree that I will be responsible for any and all work and appraisals performed and/or completed by the apprentice;
4. Agree to comply with all the rules and policies regarding supervising appraisers;
5. Understand direct supervision to mean:

*Personally view with the apprentice the interior and exterior of each piece of property appraised;*

*Personally review each appraisal report prepared by the apprentice;*

*Assign work to the apprentice only if the apprentice is competent to perform such work;*

*Approve and sign appraisal reports as being independently and impartially prepared and in accordance with the Uniform Standards of Professional Appraisal Practice and applicable state requirements;*

5. Acknowledge and understand that I must attend an orientation with the apprentice.

Signature of Appraiser \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to by \_\_\_\_\_ before me on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Notary Commission Expires: \_\_\_\_\_

Notary Seal:

EDUCATION CREDIT FORM

Supporting documentation, in the form of **ORIGINAL** Certificates of Completion, must be attached for each course. Credit will be given only once for a course, regardless of the number of times taken. Credit Hours must total no less than 150. **NO CREDIT** will be given for home study, correspondence, virtual classroom or internet courses. A Course Tracking Worksheet must be attached to this form for all courses listed.

| COURSE TITLE   | COURSE PROVIDER | DATE COMPLETED | CREDIT HOURS |
|--|-----------------|----------------|--------------|
| Basic Appraisal Principles                           |                 |                |              |
|  |                 |                |              |
| Basic Appraisal Procedures                           |                 |                |              |
|  |                 |                |              |
| 15-Hour National USPAP                               |                 |                |              |
|  |                 |                |              |
| Residential Market Analysis and Highest and Best Use |                 |                |              |
|  |                 |                |              |
| Residential Site Valuation and Cost Approach         |                 |                |              |
|  |                 |                |              |
| Residential Sales Comparison and Income Approaches   |                 |                |              |
|  |                 |                |              |
| Residential Report Writing and Case Studies          |                 |                |              |
|  |                 |                |              |

Signature of Applicant \_\_\_\_\_ Total Credit Hours \_\_\_\_\_